

CALL FOR EXPRESSIONS OF INTEREST

EOI /ZAH/2021/001

The Office of the United Nations High Commissioner for Refugees (UNHCR) is seeking to lease a building for offices and empty piece of land in Zahle.

Closing date and time: 05 October 2021, 16:00 hrs Lebanon Local time

1. GENERAL INFORMATION

1.1 The United Nations High Commissioner for Refugees (UNHCR) is looking for a building to establish an office and a piece of land to establish a community refugee centre offering services to refugees in Zahle.

1.2 The property we are looking for should be compliant with the characteristics listed hereunder requirement (1.2.1) and (1.2.2):

1.2.1 Requirement A: Building for Offices

Preferred Location	Zahle (most preferred), Industrial zone, in Zahle
Lease Period	Initial 3 years with possibility of 3 + 3 years extension
Space available for offices purposes	4,700 sqm The building should have space for conference rooms sufficient for 80 persons (seated, theatre style), space for cafeteria sufficient for 50 persons (seated at tables of max. 6 persons each). The breakdown of space should be provided per floor including basement.
Space available for parking	2100-2500 sqm. Parking lot should have spaces for 100 or more vehicles. Underground parking preferred but can be combination of underground and over ground. If possible, there should be a space on the sides of the road in the front or nearby the building for private parking of UNHCR staff.
Age of building	The building should be between 1 to 20 years old. New and unused building is preferred.

State of the Building	<p>Ready for immediate occupancy.</p> <p>Permanent foundations shall be provided. Footings and foundation walls shall be concrete.</p> <p>The building should have an access to an empty lot for emergency exit</p>
Location Status and Surroundings	<p>Close proximity of emergency and medical points: ISF stations, Fire Brigade posts, hospitals and medical centres</p> <p>The building should have a standoff distance from other Residential buildings and offices of political figures: 15 to 20 meters. The building should have reasonable space around it and it should not be attached/joined to a neighbouring building. The building should be easily accessible for public transportation.</p>
Perimeter fence	In order of preference, reinforced concrete wall, brick wall
Generators	<p>There is enough place to accommodate four generators.</p> <p>Estimated m2 is 125 sqm.</p>
Supply of Water	Regular city supply with provision for filtration, underground reserve tank to accommodate the need of the building with full occupation, added consideration for a water well connected to the network of water in the building.
Roof Top	<p>The finishing of the roof top should be smooth, tiled and clean. It should provide space and capacity to install HF/VHF Radio Antenna.</p>
Access	A minimum of two accesses to the building
Drainage system and Sanitary Sewerage System	Drainage system connected to local public network. The sanitary sewerage system shall be connected to the public sewer. It shall be capable of collecting and removing all sewerage from the site area without creating any harmful conditions
Electrical Cabling	<p>The building shall include an adequately sized electrical distribution system (primary and secondary). Electrical cabling must be professionally completed with no hanging and disarranged cables. Fire alarm system, firefighting system (hose) and water sprinkle system must have been installed. False ceiling, where necessary should have been installed. All rooms must have electric bulbs, tube lights and other lights installed. High power security lights should have been installed outside the building and in the roof, tops as required.</p>
Architectural Report	<p>A structural building report should be presented.</p> <p>The building should be compatible with all public safety standards</p>

1.2.2 Requirement B: Empty Piece of Land:

Preferred Location	Zahle (most preferred), Industrial zone, in Zahle
Empty Space where pre-fabricated structures can be placed	6,300 sqm. Must be in the close vicinity of the above building in Requirement A, with perimeter wall or fencing, connected to access or main road. Can be one or two pieces with the above sqm space but must be close to each other, joined preferred.

1.3 UNHCR will inform your company if it wants to visit the building and empty piece of lands. A brochure of the building, if available, or some photographs should be included with your Expression of Interest (EOI).

2. **EXPRESSION OF INTEREST (EOI):**

2.1 Submission:

If you are interested in proceeding to finalize a formal, written Lease Agreement under the scope set out above, you are kindly invited to submit your EOI as indicated below:

If by Email:

EOI should be mailed in PDF format to elmajzou@unhcr.org in copy to raya@unhcr.org. Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20.0 Mb per message. If your offer exceeds the maximum size, offer should be sent by e-mail in batches as per instructions below:

Please indicate in the e-mail subject field:

- EOI/ZAH/2021/001
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

If by hand:

EOI should be submitted by a **sealed envelope** along with all needed supporting documents, as per below:

- **Attention:** Supply unit, Hussein EL Majzoub
- **Delivery place:**
 - UNHCR Zahle Office
 - Mouaalaka Aradi
 - Facing Kayssar Ata Ice Cream shop
 - Zahle - Baalbaak Highway
 - Zahle - Lebanon
- **Reference:** EOI/ZAH/2021/001

Deadline: 05 October 2021, 16:00 hrs (LEBANON LOCAL TIME) OR EARLIER.

2.2 Content of the EOI:

The EOI must include, as a minimum, the following documentation / information:

- Companies' registration certificate and licenses, in case of individual property of the suggested sites, Proof of ownership has to be submitted such as title deed (الملكية سند) or a recent Statement of Property (عقارية افادة) or else;

- Companies'/Landlords' contact details (address, telephone and fax numbers, email, etc...)
- Suggested building location and name
- A full description of the suggested building such as:
 - Spreadsheets of surfaces in square meters or square feet
 - Floor plans, sections, elevation drawings
- General Information on rental conditions, including rental price per square meter and any other applicable charges such as service/maintenance and parking fees (if not included in the rent).

3. Important Notice:

The EOI does not constitute a solicitation. UNHCR reserves the right to change or cancel the requirements at any time during the EOI and / or solicitation process. Thus, submitting a response to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation If/when issued.

The expression of interest must be communicated directly by the landlord or the agent representing the landlord who is a holder of a valid power of attorney. Kindly be informed that the UNHCR does not subscribe to agent fees under any circumstances, and this is to be stipulated in the contract.